

Career Preparation	
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Revised July 2019

Definition

Career Preparation assists a HASCI Waiver participant to prepare for paid or unpaid employment by exposure to various careers and teaching such concepts as attendance, task completion, problem solving, safety, self-determination, and self-advocacy.

The service focuses on general employment related knowledge, skills, and behavior, but not on specific job tasks.

Career Preparation is provided in or originates from a licensed facility, but is not required to remain there. It is normally provided four (4) or more hours per day on a regularly scheduled basis, for one (1) or more days per week.

Transportation may be provided between the participant's place of residence and the site of Career Preparation, or between Career Preparation service sites. The cost of transportation is included in the rate paid to provider.

Service Unit

Career Preparation one unit equals one half (1/2) day (2-3 hours)

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

Service Limit / Restrictions

Career Preparation cannot exceed 520 units per year.

Providers

Career Preparation must be provided by an SCDDSN-contracted provider of Day Services that operates a facility or program licensed by SCDDSN or its contracted QIO.

The provider's current policies and procedures for admission and enrollment must be followed.

Arranging and Authorizing the Service

If a HASCI Waiver participant requests Career Preparation, his or her Support Plan must document his or her need for employment related knowledge, skills, and behavior.

After the need for Career Preparation has been documented, the participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type. In order to update the Support Plan, the Waiver Case Manager will complete a Plan Change Form on Therap. This form will be electronically submitted to the Waiver Administration Division for review. The Waiver Administration Division Staff will review the request and the Waiver Case Manager will receive electronic notification if the request has been approved or if additional information is needed.

Upon approval, the Waiver Case Manager must enter the service into the Service Tracking System (STS).

Following Support Plan approval, the participant or representative must be offered choice of provider. Offering of provider choice and the provider selected must be clearly documented in a Case Note.

To initiate the service following approval by the Waiver Administration Division, the chosen provider must be authorized using the *Authorization for Career Preparation* (HASCI Form 12-CP). *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* A copy must be maintained in the participant's file.

Billing

Career Preparation must be Board-billed to the participant's SCDDSN Financial Manager agency. This is indicated on the *Authorization for Career Preparation* (HASCI Form 12-CP); no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN. *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.*

Monitorship

The Waiver Case Manager must monitor the effectiveness, frequency, duration, benefits, and usefulness of the service along with the participant's/family's satisfaction with the service. Monitoring may be completed with the participant, representative, service

providers, or other relevant entities. Information gathered during monitoring may lead to a change in the services, such as an increase/decrease in units authorized, change of provider, change to a more appropriate service, etc. DDSN recommends that the Waiver Case Manager monitors this service when it begins and as changes are made.

Monitoring must be conducted as frequently as necessary in order to ensure:

- the health, safety and well-being of the participant;
- the service adequately addresses the needs of the participant;
- the service is being furnished by the chosen provider in accordance with the authorization, relevant policies and quality expectations;
- the participant/representative is satisfied with their chosen provider(s).

Some questions to consider during monitorship include:

- Is the participant satisfied with his/her daily activity?
- What type of training is the participant receiving? Is the participant satisfied with the training?
- Are the training areas consistent with the participant's goals to become prepared for paid or unpaid employment?
- Is the participant making progress in training areas identified by goals and objectives? If not, are goals and objective reviewed and amended as needed?
- What contract is the participant working on? Is the work consistent with training objectives?
- Does the participant earn a competitive wage?
- Where does the participant want to work?
- What is the status of competitive employment?
- Is the workshop clean and safe?
- What is the participant's attendance?
- What are the opportunities for choice given to the participant?
- Does the participant feel comfortable with staff?

Monitoring contacts, face-to-face visits, and review of the participant's Support Plan must be documented in Case Notes.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for denial.

Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Waiver Case Manager must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated. For service reduction or termination, excess or unused units must be deleted from the budget. In order to update the Support Plan, the Waiver Case Manager will complete a Plan Change Form on Therap. This form will be electronically submitted to the Waiver Administration Division for review. The Waiver Administration Division Staff will update the Support Plan to reflect the change in the service and will reconcile the waiver budget accordingly.

Service information in the Service Tracking System (STS) must be updated as necessary by the Waiver Case Manager.